

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 5/4/2017**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Nancy M Kerr  
Zendi F Meharry

**BOARD MEMBERS ABSENT:** Cathy Hart

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Kellie LaBonte, Technical Records Specialist II

**OTHERS PRESENT:** Kris Ellis, Eiguren Ellis Public  
Policy

The meeting was called to order at 9:09 AM MDT by Joshua R Thompson.

**APPROVAL OF MINUTES**

Ms. Kerr made a motion to approve the minutes of 2/2/2017 as amended and approve the minutes of 3/23/2017. It was seconded by Ms. Meharry. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The deadline to submit proposed law changes to the Governor's Office is July 14 and the deadline to submit proposed rule changes to the Governor's Office is August 18 for the 2018 Legislative Session.

Mr. Toryanski provided training to Board members regarding Ethics in Government.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$44,248 as of 4/30/2017.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Ms. Meharry made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2017-2. It was seconded by Ms. Kerr. Mr. Williams abstained from voting. Motion carried.

### **TO DO LIST**

The Board reviewed the to-do list and no action was taken.

### **PRE-LITIGATION PROCESS**

Ms. LaBonte said that she and other Bureau staff have been working with Ms. Kerr to refine the pre-litigation process. A checklist outlining the process and an outline with suggested time frames have been created. Mr. Ellsworth said that the time frames are merely suggested so long as the process is completed within 90 days. He said that the Board of Medicine provided documents that were used in developing the process for this Board. The Board reviewed drafted letters that will be sent to the panel chair and to the attorneys for the claimant and defendant.

Mr. Williams made a motion to accept the process, time guide, and letters for pre-litigation. It was seconded by Ms. Meharry. Motion carried.

### **REVISED APPLICATION**

Ms. Meharry made a motion to accept the revised application for Nursing Home Administrator in Training licensure. It was seconded by Mr. Williams. Motion carried.

### **EXECUTIVE SESSION**

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Kerr. The vote was: Mr. Thompson, aye; Ms. Kerr, aye; Ms. Meharry, aye; and Mr. Williams, aye. Motion carried.

Ms. Meharry made a motion to come out of executive session. It was seconded by Ms. Kerr. The vote was: Mr. Thompson, aye; Ms. Kerr, aye; Ms. Meharry, aye; and Mr. Williams, aye. Motion carried.

## **CONTINUING EDUCATION COURSES**

Ms. Meharry made a motion to approve the course titled Idaho Patient Safety and Quality Improvement Conference provided by Qualis that was held in May 2017 for 9.5 hours. It was seconded by Ms. Kerr. Motion carried.

Ms. Meharry made a motion to approve the following courses:

People and Process Innovation: Improving the Delivery of  
Patient-Centered Care

Technology Innovation: Changing the Face of Healthcare Delivery

It was seconded by Ms. Kerr.

Ms. Meharry made a motion to hold course 13582 pending receipt of additional information. It was seconded by Ms. Kerr. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from Mr. Powell regarding the completion of his Administrator in Training and time frame to submit application for licensure by way of examination. The Board directed Ms. LaBonte to inform Mr. Powell that there will be a conference call on 6/22/2017 and a face to face meeting on 7/27/2017; application review will take place at both meetings.

The Board reviewed a request for reconsideration from Mr. Sorenson to keep his application active. Ms. Meharry made a motion to deny Mr. Sorenson's request and to have Ms. LaBonte send a letter informing Mr. Sorenson that his administrator in training hours and quarterly reports 1-4 are deemed complete and accepted by the Board; and to have Mr. Sorenson re-apply for examination when he has completed his specialized course and is ready to take the exam. It was seconded by Ms. Kerr. Motion carried.

## **QUARTERLY REPORTS**

Ms. Meharry made a motion to accept the quarterly reports for the following Administrators in Training:

Valerie Wood

Emilee Kulin

Chanse Powell, two reports

Debbie Van Meeter

Robert Ryan Beckman

Tory Bosworth

Kathryn Hinson

It was seconded by Ms. Kerr. Motion carried.

Ms. Meharry made a motion to accept the second and third quarterly reports for Casey Kemmerer under extenuating circumstances and for Ms. LaBonte to send a letter stating that the fourth quarter log form will need to be signed by a preceptor and will need to have the hours totaled for each page of the log form. It was seconded by Ms. Kerr. Motion carried.

### **APPLICATIONS**

Ms. Meharry made a motion to approve Jacob Erickson for examination. It was seconded by Ms. Kerr. Motion carried.

Ms. Meharry made a motion to approve Sherie Alvari for administrator in training. It was seconded by Ms. Kerr. Motion carried.

### **CONTINUING EDUCATION FOR REINSTATEMENT**

Ms. Meharry made a motion to approve the continuing education documents submitted for reinstatement for the following licensees:

Cory Hansen  
Gregory Bolen  
Richard Cartney  
Peggy Miller  
Michael Sharp  
Troy Thayne

It was seconded by Ms. Kerr. Motion carried.

### **NEXT MEETING**

A conference call was scheduled for 6/22/2017 at 9:00 AM. The next face to face meeting was scheduled for 7/27/2017 at 9:00 AM.

### **ADJOURNMENT**

Ms. Kerr made a motion to adjourn the meeting at 11:16 AM. It was seconded by Ms. Meharry. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Nancy M Kerr

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Zendi F Meharry

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Tana Cory, Bureau Chief